# FY2024 Massachusetts 21st Century Community Learning Centers - Supporting Additional Learning Time Grant (SALT) for new sites Grant (Fund Code 647)

*Thank you for your interest in applying for a 21st CCLC SALT Grant for new sites. Please see the Funding Opportunity-Request for Proposals (RFP) for additional information including minimum eligibility requirements, allowable models for adding time, maximum funding request amounts and priorities for the use of grant fu­­­nds.*

**Instructions for completing this document:**

* Applicants should respond to all questions unless otherwise indicated as described in the bullets below.
  + **[Model 1 Out-of-School Time (OST) ONLY] –** Only applicants applying for **Model 1 (OST)** should respond.
  + **[Model 2 Expanded Learning Time (ELT) ONLY] –** Only applicants applying for **Model 2 (ELT)** should respond.

# ­­Page limits

# Part III-A Required Program Information – District/Agency section not to exceed 6 pages, not including required charts/tables.

# Part III-B Required Program Information – Applicant Site section not exceed 20 pages for each Part III-B submitted, not including required tables and charts.

* Please provide responses within the document leaving the questions above each response.
* Please do not delete questions that are not applicable – this will re-number questions and may lead to confusion in responding to questions that reference earlier questions. If you feel a question is not applicable indicate N/A.
* Please adhere to indicated page limits and do not change the font size or margins. Please note- requested attachments will not count towards the page limits.
* Please note any additional addendum, attachments, or letters of support not requested will not be reviewed.
* Refer to endnotes for additional details.

***IMPORTANT NOTE:*** *If the lead applicant is not a district, it* ***must*** *work with the applicable district/school to complete this application.*

**I. Applicant Information**

**Please complete the information below**

* 1. Type of Organization (choose one):

School District

Community Based Organization or other not for-profit organization

Faith Based Organization

For Profit Organization

Charter School

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | |
|  | | |  | | | | |
| **grant contact** | | | **phone number** | | | **email address** | |
|  | | |  | | |  | |
| **if submitted jointly name of partnering agency/district/school** | | | **partnering agency/district/school contact** | | | **email address** | |
|  | | |  | | |  | |
| **number of schools/sites included in the application**  **(refer to RFP eligibility req)** |  | **district/partnering district**  **% of students who are** [**low Inc****o****me**](https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx) | | |  | | |
| **new Applicant**  **(not a previous receipt of a 21st CCLC grant)** | |  | | **yes (NEW)** |  | | **no (we were a previous 21st CCLC Grant recipient)** |

**PLEASE PROVIDE THE REQUESTED INFORMATION ABOUT EACH SCHOOL/SITE INCLUDED IN THIS**

**APPLICATION:**

|  |  |  |
| --- | --- | --- |
|  | **school/site name 1** | **(if applicable)**  **school/site name 2** |
| **location of proposed program**  **(Where program will occur)** |  |  |
| **for non-school applicants**  **name of partnering school** |  |  |
| **model type**  **(OST or ELT)** |  |  |
| **projected school year enrollment**  For OST Projected # of Students to be Served    For ELT Fiscal Year 2024 projected School Enrollment |  |  |
| **Summer 21st CCLC 2024 projected enrollment** |  |  |
| **school year grade levels to be served**  **(to be served by grant funds)** |  |  |
| **summer grade levels to be served**  **(to be served by grant funds)** |  |  |
| **✓ if this school/site was a previous 21st CCLC program** |  |  |
| **Indicate % of students who are**  [**low Income**](https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx) (in 2023) |  |  |
| **✓ if this school (or the school with which the site is partnering) is in chronically underperforming status** |  |  |
| **✓ If** [**School Wide (SW) TITLE I**](https://profiles.doe.mass.edu/search/search.aspx?leftNavId=11238) **(in 2023)** |  |  |
| **% of Students With Disabilities (in 2023)** |  |  |
| **% of Students who are** [**english language learners**](https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx) (in 2023) |  |  |
| **Funding Request** | | |
| **SY Funds Requested**  **(to support activities and expenditures September – June, including materials and planning for summer programming)** |  |  |
| **Summer Funds requested**  **(to support activities/expenditures in July and August)** |  |  |
| **Total Request/Site** |  |  |
| **Total Grant Funds REQUESTED** | |  |

# ­­Part III-A Required Program Information – Applicant District/Agency

**I. Program Abstract**- [no more than 50 words]

For each site included in the application use the table below to provide a brief description of the proposed program and highlight intended program outcomes.

|  |  |
| --- | --- |
| Sample 1 | Students in grades 6– 8 will engage in academically enriching programming with a focus on STEAM activities that will contribute towards strengthening identified Math skills, critical thinking, and peer relations. |
| Sample 2 | In partnership with Alpha Elementary School students in grades K – 5 will engage in academically enriching programming that contributes to improved reading though a literacy based arts focus as well as supporting social emotional well-being. |
| Site 1 |  |
| Site 2 |  |

**II. District/Organizational Vision and Overview**

It is important that all partners involved in the design of this application share a collective vision for the program and have a common understanding as to the scope and purpose of the program. The information provided below will provide the review team with a framework for your vision and readiness to implement a 21st CCLC program.

1. Describe the selection process and rationale for choosing the school(s)/partnering school(s) included in this application.
2. Describe your district/organization’s vison for promoting [deeper learning](https://www.doe.mass.edu/deeperlearning/) that engages students in academically enriching real- world, relevant, and interactive programming. The response to this question should demonstrate how the academically enriching programming supported through these funds will enhance efforts to support the district’s strategic improvement plans.
3. High quality academically enriching programming occurs through intentional planning and on-going communication and collaboration.

* Describe the planning process your team went through in designing and writing your application.
* List the planning team members, the cultures they represent, and their respective expertise and creativity that they contributed to the planning of this application.
* How often did the planning team meet and in what format (in person, remote, hybrid)?

1. Regardless of the funding source, describe all previous experience implementing similar types of programming that are educationally related and academically enriching.

* Provide recent qualitative and/or quantitative information that supports positive results/outcomes.
* Describe lessons learned and specifically how those experiences have informed the program design for the school(s)/site(s) included in this application.
* If the applicant has not had previous experience, provide evidence that will support the likelihood that the organization can successfully implement this type of program.

1. Given the important role cultural competency plays in improving students’ academic and behavioral outcomes describe the district’s/organization’s practices and/or structures that support culturally responsive, anti-racist practices.
2. Describe how the applicant site(s) will be designed to support the whole child and foster a healthy, and supportive learning environment that makes all students and families feel valued and connected.

**III. Support and Sustainability**

Applicants *mus*t designate a full time 21st CCLC coordinator whose primary role is to oversee the administration and implementation of grant funded programming. (See Addendum B – Grant Assurances for sample description).

* Multiple Schools/Sites- A full time District/Organizational 21st CCLC Program Coordinator
* Single School/Site- A program coordinator for a single site applicant may act in a dual capacity of program and site coordinator.

1. Provide a description of the qualifications/credentials the applicant will seek for the required 21st CCLC program coordinator position. If the applicant currently has a person that will serve in this capacity, describe their qualifications/credentials.
2. **[ELT Only]** Have or will you be negotiating collective bargaining agreements to maximize financial support for the longer schedule? Describe the process used or plans for negotiating the agreements.

**IV. Federal Requirements**

Federal law (Title IV Part B 21st CCLC) requires that:

* Applicants demonstrate how grants funds are being coordinated to maximize resources.
* If the applicant is proposing the 21st CCLC program take place at a non-school based location, they must demonstrate that the program is/will be as accessible to students as it would be if located at the school.
* Those awarded funding must disseminate information about the 21st CCLC program to the community, in a manner that is understandable and accessible.
* Applicants must provide a plan for safe transportation of students.

1. Describe how 21st CCLC staff will collaborate with staff coordinating and/or implementing other federal, state, and local initiatives to align and leverage resources, improve program quality, and develop shared outcomes for success (e.g., other federal/public/private funding, ESSER III funds, McKinney-Vento, Title I, Title III, Title IVA, After-School and Out-of-School Time Quality (ASOST-Q) grants, ASOST Rebound Grant, SEL & Mental Health Grant, Department of Early Education and Care initiatives, etc.).

* Include any in-kind services/supports that will be provided and will supplement grant funds.
* **[ELT Only]** Describe plans to support the costs associated with implementing the proposed longer school day that are not covered with grant funds as well as how teachers will be compensated for the additional hours. **Reminder:***Grant funds may only be used to support the enhancement or addition of engaging academic enrichment and intervention activities.*

***Please note:*** The use of building space, equipment and snacks/meals covered under the Federal Nutrition program are not considered in-kind unless you are able to demonstrate these costs would not be incurred without this grant.

1. If you plan to host the 21st CCLC program at a community based site (non-school site)describe the reasoning behind that decision, what role did the partnering school play in the decision, and how you will ensure it is as accessible to the students the grant is intended to serve as it would be if held at the school the students attend.

* Describe the process for maintaining open and ongoing communication and collaboration with the partnering school.
* Describe the process for transporting students from the school to the community location. Please note grants funds cannot be used to support transporting of students to the OST program location.

1. If awarded funding, describe your plan to disseminate information about the 21st CCLC program to the community in a manner that is understandable and accessible.
2. A. OST applicants - Describe how the program will ensure that students travel safely to and from the program. This includes any students being transported off site for enrichment programming or field trips. **Note**: All off-site activities must be educational in nature, age-appropriate, and relevant to the goals and objectives of the 21st CCLC program.

B. ELT applicants Describe how students travel to and from school and highlight any proposed changes as a result of ELT. If students will be transported offsite for programming during the SY and/or summer describe the plan for safe transportation and projected cost. **Note:** Funds may only be used to transport students during the school day to offsite locations for programming that the school does not have the proper facilities to support (e.g., swim lessons, media lab).

## **V. PARTNERS /CONTRACTED PROVIDERS WORKSHEET**

In the worksheet below provide details on the partner/contracted programming and/or supports that will be provided with grant funds.

Add rows as needed

|  |  |  |
| --- | --- | --- |
| **Partner** (Agency) | **Role**  **Objective(s)** | **Specific Contributions and Deliverables** |
| *Ex: Example Inc.* | *To provide weekly STEAM learning experiences to 5th grade students that will support* student inquiry, dialogue, and critical thinking | *1.Provide and implement a weekly STEM curriculum-*  *2. Provide qualified teachers for instruction and materials.*  *3. Complete SAYO data on students served* |
|  |  |  |

**VI. Program Income**

The intent of the 21st CCLC program is to establish programs that offer academically enriching programming to students and families that are economically disadvantaged and with historically marginalized identities that may not otherwise have access to the opportunities provided through this grant funding. Although not specifically prohibited by federal law, DESE strongly discourages charging program fees but will consider allowing in limited situations or if a required by EEC voucher regulations. If you have need or a reason for charging program fees and would like to request flexibility to assess program fees, please complete Addendum G Program Fees request Form.

**Part III-B – School/Site Required Program InfoRMATION**

***IMPORTANT NOTE:*** *Applicants should submit* ***ONE*** *Part III-A proposal with a* ***Separate*** *School/Site Implementation Plan (Part III-B) for each school/site included in this application. Information about the limits on the number of schools/sites for which an applicant may apply can be found in the FO-RFP.*

**I. School/Site Information**

|  |  |
| --- | --- |
| **School/Site Name:** |  |
| **School/Site Location / Address (please provide city/town and zip code)** |  |
| **If the site will be community-based, please indicate the name of the partnering school the students who will participate in the program attend.** |  |
| **If applicable, list partners/contractors[[1]](#endnote-2) for this school/site.** | **Partner / Sub-Contractor Name(s)** |
|  |

**II. Assessment of Need – The needs analysis should be specific to the school/partnering school.**

To make a convincing case and best serve the needs of students and families all applicants are required to work with school/community teams to conduct a school-level needs assessment prior to submission of the application.

The purpose of the assessment is to identify the gaps between where an organization currently is and where it wants to be.

The assessment is expected to:

* Address the educational, academically enriching, and social emotional learning needs of the students to be served.
* Assess interest of students, teachers, families and partnering schools (if a CBO is the applicant) in having a 21st CCLC OST or ELT program. Note: If applying for ELT must demonstrate teacher, student, and family support for the longer day/year.
* Identify currently existing opportunities.
* Identify where the gaps exist.

1. Describe the process used to conduct the assessment and the type of data collected (e.g., community mapping, student level data, school climate data, teacher/student/family interest surveys, focus groups, community meetings, etc.). Include the following:

* Timeline (when the assessment was conducted)
* If surveys or focus groups were used describe who was sampled, the sample sizes, and the number of actual responses from each group.
* What role did collaborative partners play in the assessment process.

1. Based on the needs assessment provide the following:

* The interest level of school administration, educators, students, and families in having a 21st CCLC OST/ELT program.
* Description of current academically enriching and/or OST opportunities that exist.
* Describe why the existing opportunities don’t meet needs and interests of students, families and school.

Note: If an OST program is currently operating at the proposed location include the number of students currently being served, the source of funding, and how many days/hours per week the program currently operates.

1. Based on the analysis of data collected provide the following specific to the applicant school/site:

* Identify the gaps/needs in priority order.
* Identify the specific gaps/needs this grant will address.
* Describe any specific the strategies that will be used for bridging the gaps ( to help get you from where you are to where you want to be).
* Describe the existing resources you will build upon?

1. Describe how the grant funded programming will be intentionally and purposely designed to address gaps/needs identified in Q3 and selected SAYO outcomes.

* [ELT] Describe how the grant will be used to redesign/rethink student, teachers and families school day practices and experiences.
* [OST] If an OST program is currently operating describe how the grant will be used to redesign/rethink student, teachers, and families OST experiences. How will the 21st CCLC program will operate in conjunction/collaboration with the existing OST program?
* How will the school/program be designed to build on the strengths and assets of students, families and educators from varied backgrounds and cultures.

**III. Student Demographics & Recruitment**

1. A. OST- Provide a complete description of the selected population to be served at the program site, including the number of students to be served during the school year and summer, demographic information such as grade levels, ethnic and racial background, economic status, and if applicable the number and nonpublic school participants.

* Include how the school/program will ensure equitable access to and meet the needs of special populations (e.g., students with disabilities, multi-language learners, BIPOC, etc.).
* Describe the recruitment and retention plans.
* Applicants proposing to serve Middle and High school grades should describe specific programmatic practices that will be used to increase and sustain student attendance and active participation (e.g., offering core/elective credits, student leadership, college and career readiness, internships, etc.).

**B.** ELT Describe the student makeup of the school including demographic information such as grade levels, ethnic and racial background, economic status, and any specialized programming (e.g., students with disabilities, English Learners, etc.).

**IV. Program PlANNING & Implementation**

1. Describe how the 21st CCLC program (OST)/school day (ELT) will be designed to create a welcoming, affirming, and safe space that promotes students’ and families physical and mental health and wellness.
2. Provide a description of the qualifications/credentials the applicant will seek for the required site coordinator position; or if that role already exists, provide the current site-coordinator’s qualifications/credentials.

* If the required district coordinator, described in Question 3 of the District Summary (Part III-A), will assume this role, please indicate as such, and describe the process to ensure that sufficient time is allotted to oversee the site, manage the administrative requirements of the grant and attend required meetings/trainings.

1. In addition to a site coordinator, non-school district applicants must designate a school-based educator from the partnering school to serve as an educational liaison to ensure ongoing communication, coordination, collaboration, and alignment. Describe the process and timeline for recruiting the liaison and the qualifications you will seek (certified teacher, guidance counselor, etc.). If you have someone in mind for this role describe their qualifications. Please note this person MUST be in place no later than 10/1/23. If not applicable indicate NA.
2. Provide a narrative of no more than 2 pages describing a proposed typical ELT/OST day. As part of the description highlight the creative and innovative practices that clearly demonstrate what a students’ experience will look like. The narrative should demonstrate how the applicant school/site will:

* Creatively address the gaps identified in Question 2;
* be purposely designed to support intended outcomes;
* create a welcoming environment that recognizes the different cultures and backgrounds of the students and families to be served; and
* be responsive to the needs and interests of diverse learners.\
* If the proposed school/site has an existing OST program the narrative should clearly demonstrate how it will be significantly enhanced and expanded as a result of this funding.

***Please Note:*** *all applicants are required to offer a summer program. ELT may propose to serve a select population of students over the summer*

1. Provide ***three examples*** of the types of creative and engaging learning opportunities that will be offered.

* Describe how they support needs/gaps identified in Question 2 and contribute to deepening learning***.*** Please note the description should also clearly demonstrate the connection to selected SAYO outcomes. The response may be provided in either paragraph or chart form.
* If applicable, provide a description of any anticipated off-site programming/activities/field trips to be provided, the educational benefit and how they support and contribute to identified needs.

1. Describe ways in which [student voice](https://schoolguide.casel.org/focus-area-3/school/elevate-student-voice/) will be elevated and incorporated into programming.
2. A. If proposing to provide homework support, how much time will be allotted and describe how the time will

be designed to focus on building skills and practices that support learning, critical thinking, and the development of problem-solving skills.

B. If proposing to provide academic support and interventions describe, how much time will be allotted and how the time will be designed to support deeper learning for students, particularly students with disabilities and English learners.

1. Provide a brief description of plans for implementing a summer program. Funded applicants will be required to submit a more detailed plan for summer programming. Include the following:

* Approximate number and select population of students to be served.
* Number of weeks and hours/week the summer program will operate.
* Brief description of the type(s) of programming to be offered.

1. Describe the location and space in which the grant funded program will take place. Describe how the school/site ensures access to the necessary space and resources to implement proposed programming, stimulate learning, and provide space to exhibit students' work and projects. *Please refer to the Addendum B - Grant Assurances document in the FO-RFP Required Forms section regarding program space requirements.*
2. To achieve improvement, ensure that programs are designed to support intended outcomes and contribute to deepening learning 21st CCLC grantees must carefully plan and develop a program that promotes regular and consistent attendance[[2]](#endnote-3). Drop in or drop in like programming is not allowed.

* **[OST]** Describe the student attendance policy for the proposed OST program, including how often students will be required to attend during the SY and during the summer. (e.g.; hours/week, # days/week). Please note, while it is encouraged the same students are not required to attend both SY and summer programs.
* **[ELT]** Describe the **student attendance policy** for the proposed summer program, including how often students will be required to attend.

1. **A. [OST]** Describe the following:

* Qualifications/credentials that the program will seek for program staff to meet the needs of the selected population including students on Individualized Education Programs (IEPs) and multi-language Learners.
* Plans for recruiting and retaining qualified staff that have the necessary skills and are representative of the population of students to be served.

**B. [ELT]** Briefly describe the following:

* Changes to teachers’ scheduled hours and workload.
* If applicable, role of community-based organizations/contracted providers.

1. To ensure programming is purposeful, intentional, and designed to achieve intended outcomes DESE strongly encourages that staff is provided with adequate planning time. Describe the process and amount of planning time that will be provided to staff to design, and plan grant funded programming.
2. Describe the structure and opportunities for professional development[[3]](#endnote-4), collaboration, and continuous program improvement that will support educators and contracted staff (if applicable) in the implementation of high quality academically enriching programming to be funded through this grant.

* DESE 21st CCLC professional development opportunities are intentionally designed to support good teaching practices in and out of the classroom and contribute to deepening educator and student learning. Will school day educators [ELT],and program staff be encouraged and allowed to attend DESE trainings?

1. Describe plans for building and strengthening[family engagement](https://www.doe.mass.edu/sfs/family-engagement-framework.pdf) practices/partnershipsto advance common goals for student success. *Please refer to the* [*Department definition of family engagement*](http://www.doe.mass.edu/news/news.aspx?id=25263)*. For more family engagement resources visit the* [*DESE family engagement web page.*](https://www.doe.mass.edu/sfs/?section=family)

* Include plans to engage families in meaningful ways to better support student learning and development.
* Include how the practices will be culturally responsive, collaborative, and demonstrate an understanding of different languages, norms, and values.
* If applicable, please describe how grant funds will be used to support/enhance family engagement.

*Applicants are encouraged to allocate at least five (5) percent of the total grant request to support family engagement.*

***Note:*** *Please note episodic, non-reoccurring, or special events that involve families does not fully constitute family engagement. For example, an open house night for parents that involves a meal or social activities would not represent family*

1. If proposing to contract with outsidevendors/community-based agencies or utilize volunteers[[4]](#endnote-5) describe the following (if not applicable indicate NA):

* Process for selecting qualified partners, vendors, and volunteers (if applicable) to support the additional learning time.
* Describe the programming to be provided and how it contributes to supporting selected SAYO outcomes (The relevance of the services they will provide and their capacity to implement proposed offerings).
* How do/will you ensure that staff have the needed training, support, and classroom management skills to assure students of all ability levels and cultural backgrounds are fully included and engaged.
* Describe the process for communicating policy, procedures, and protocols on the Emergency Management Planning, Medical Emergency Response, and Bullying Prevention and Intervention. Note: For CBOs serving as the lead must confer with the partner school for protocols.

**V. Schedules**

1. **[OST]** Use the charts below to provide the anticipated program/school schedule. ELT skip to Q22.

**Applicants may propose any schedule configuration that meets the following requirements:**

* Operate for a total of 400 hours during theschool year **and** summer. Please note the majority of hours MUST occur during the school year.
* Operate a minimum of 4 days/week during school year **and** summer.
* Funds cannot be used to support **only** before school and/or summer programming.
* If applicable, before-school programming must run for at least one (1) hour each morning offered, serve a consistent group of students, and conclude before the school day begins.
* If applicable, school vacation programming must serve the same students served in OST programming.

Sample schedules are provided in the endnotes for reference[[5]](#endnote-6).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OST**  **ONLY** | **# of students to be served** | **# Hrs/ Day** | **# Days/ Week** | **# of Wks** | **Total Hours** | **Days of Week  (e.g., M-F)** | **Start Time** | **End Time** |
| **School Year 2023 (**before school) |  |  |  |  |  |  |  |  |
| **School Year 2023** (after school) |  |  |  |  |  |  |  |  |
| **School Year** (vacation weeks) |  |  |  |  |  |  |  |  |
| **Summer 2023** |  |  |  |  |  |  |  |  |
| **Total # of Hours Offered:** | | | |  | | 🡨Must be a minimum of 400 hours. | | |

1. **[ELT] Complete** the chart below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ELT –OnlyPre-ELT SY23 (2022-2023)** | | | | | |
| **Date school began:** |  | **Date school ends:** | |  | |
| **Enrollment** |  | **Grades Served:** | |  | |
| **School Start/End Time** | | | **Hours** | **# of days** | **Total Hours** |
|  | | |  |  |  |
|  | | |  |  |  |
| **Total # of Hours (Pre-ELT)** | | | |  |  |
| **PROJECTED ELT SY 2024** | | | | | |
| **Date school will begin:** |  | **Date school will end:** | |  | |
| **Anticipated Enrollment:** |  | **Grades Served:** | |  | |
| **School Start/End Time** | | | **Hours** | **# of days** | **Total Hours** |
|  | | |  |  |  |
|  | | |  |  |  |
| **Total # of Hours (School Year ELT)** | | | |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ELT PROJECTED SUMMER PROGRAMMING 2023** | | | | | | | | |
|  | **# of Youth to be Served** | **# Hours/ Day** | **# Days/ Week** | **# of Weeks** | **Total Hours** | **Days of Week  (e.g., M-F)** | **Program Times** | |
| **Summer** |  |  |  |  |  |  | **Projected Start Time:** |  |
| **Projected End Time:** |  |
| **Total # of Summer Hours:** | | | | | |  | | |

1. [ELT] Upload a sample proposed FY2024 student schedule that clearly reflects the academically enriching learning opportunities that will be supported through this grant.

1. [↑](#endnote-ref-2)
2. Attendance Hours- OST- It is **not** expected that all students will attend all offered hours; however, students are expected to participate for the following minimum numbers of hours, on average during the school year **Elementary School – 100 hours, Middle School – 90 hours, and High School – 80 hours.**  OST & ELT Summer on average students must attend 80% of the hours offered. [↑](#endnote-ref-3)
3. VII **Professional Development (PD) Offerings:** The Massachusetts 21st CCLC program offers a variety of professional development opportunities to support program implementation and continuous program improvement. All funded sites are required to participate in a minimum of one (1) MA21CCLC sponsored PD session. Please see *Addendum B - Grant Assurances* for details on grant PD requirements. [↑](#endnote-ref-4)
4. VIII Volunteers- This includes college tutors, mentors, and retired professionals.  
    [↑](#endnote-ref-5)
5. **SAMPLE Model 1 (OST) SCHEDULE *(for reference only – programs are not required to follow these exactly)***

   |  |  |  |
   | --- | --- | --- |
   | **School Year** | **Summer** | **Total** |
   | 320 Hours (10 hours/week x 32 weeks) | 80 Hours  20 hours/week (5 hours/day for 4 days/week) x 4 weeks | **400** |
   | 256 Hours (8 hours/week x 32 weeks) | 144 Hours  24 hours/week (6 hours/day x 4 day/week) x 6 weeks | **400** |
   | 336 hours (10.5 hrs/week x 32 weeks) | 64 hours  16 hours/week (4 hours/day for 4 days) x 4 weeks | **400** |

   [↑](#endnote-ref-6)